

# Confidential waste policy

## Introduction

This policy sets out instructions for disposing of printed documents, to ensure that Aspire Scientific are compliant with data protection laws and are responsibly disposing of documents that may contain client or personal information.

It is acknowledged that many people do not print their work, and therefore do not need to consider disposal of confidential waste. However, if you prefer to work from printed copy, this document sets out how you should dispose of your confidential waste.

## Disposing of confidential waste in an Aspire office (Bollington or Stanford)

- Any printed documents that contain confidential information, such as personal data of an individual, or client/project work prior to being published, must be shredded when they are no longer required (and stored securely beforehand). A shredding machine is available in each office.
- Shredded paper can be recycled in the Bollington office. Please place shredded paper in a separate bag and place in the brown recycling bin outside the front door.
- Shredded paper can be recycled in the Stanford in the Vale office. Please place shredded paper in the kitchen recycling bin, or the Biffa recycling bin outside if there is a large amount.
- Any documents that do not contain confidential information, as described above, can be disposed of in the usual recycling bins. For clarity, published journal articles are not confidential and do not need to be shredded, however printed drafts of articles may contain non-published data or notes and should be shredded.
- If in doubt, please shred.

## Disposing of confidential waste when homeworking

- Any printed documents that contain confidential information, such as personal data of an individual, or client/project work prior to being published, must be shredded before disposal.
- If you live close to an Aspire office, you should take confidential waste to the office for shredding. See above for details of how to dispose of shredded paper.
- If you do not live close to an Aspire office, please contact the HR & Operations Manager to discuss disposal of your confidential waste. If you shred confidential waste at home, please recycle or compost the paper where possible (check local

council guidance on whether shredded paper may be recycled). Otherwise, dispose of the shredded paper with normal waste.

- Any documents that do not contain confidential information, as described above, can be disposed of in your home recycling bin.

Aspire Scientific is dedicated to supporting good environmental practices, and therefore ask that printing is kept to a minimum, and any materials disposed of, whether at the office or at home, are recycled where possible.

### **Aspire Scientific HR workstream**

17 October 2024

Document reference: AS HR - Confidential waste policy v3

This policy was created in October 2022 and is next due to be reviewed in October 2025